Travel to the National Conservation Training Center (NCTC) in Shepherdstown, WV



NCTC in Shepherdstown, WV offers a comprehensive <u>lodging and meals package</u> where all lodging and meals are included in the package rate. On the lodging receipt, this package shows as a combined calculation of dinner, breakfast and lunch. To correctly document the allowance for multiple days in CGE, enter the lodging package amount as the lodging amount (currently \$135.00) and "X" out dinner on the first day; breakfast/ lunch on the last day. All meals between the first and last day should be "X-ed" out.

Beginning in FY'12, NCTC started charging a Facility Sustainability Fee, currently \$15.00 per day. For all non-FWS guests, this fee will be billed along with room charges at the time of check out. Non FWS employees should identify the Facility Sustainability Fee on a GSA travel voucher as a non-mileage miscellaneous fee.

The lodging and meals package is adjusted to match GSA TDY rates and as a total falls within per diem so no increased per diem memo is required. In the CGE Pre-audits section, you can use "NCTC Lodging and Meals package" as the justification.

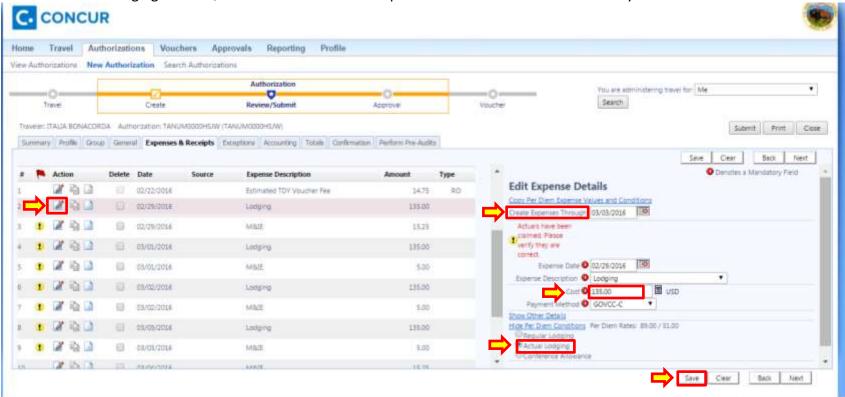
If the traveler is only staying for 2 full days, you would enter the lodging on the first day as Actual Lodging, "X" out dinner on the first day and breakfast and lunch for the second day. The following are step by step instructions to do your travel authorization.

Step-by-step Instructions to complete travel for NCTC

To Adjust Lodging Expenses: \$135.00 in this example:

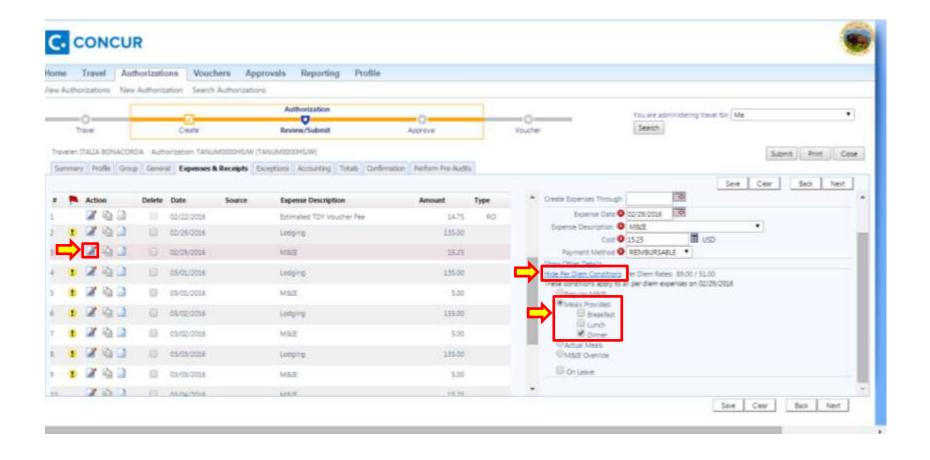
- 1. Click the Edit icon next to the first day of Lodging
- 2. Use the Copy Per Diem Conditions Through calendar to change multiple days of Lodging, for NCTC though the day before the last day of the trip
- 3. Enter the correct cost for the NCTC Package rate (currently \$135.00)
- 4. Click Show Per Diem Conditions and click the Actual Lodging radio button
- 5. Click Save.

Note: If you arrive to NCTC on the first day prior to Noon, you will be charged \$12.00 for lunch. To account for this, you need to increase the Lodging Cost to \$147.00 and "X" out Lunch provided under M&IE for the first day.



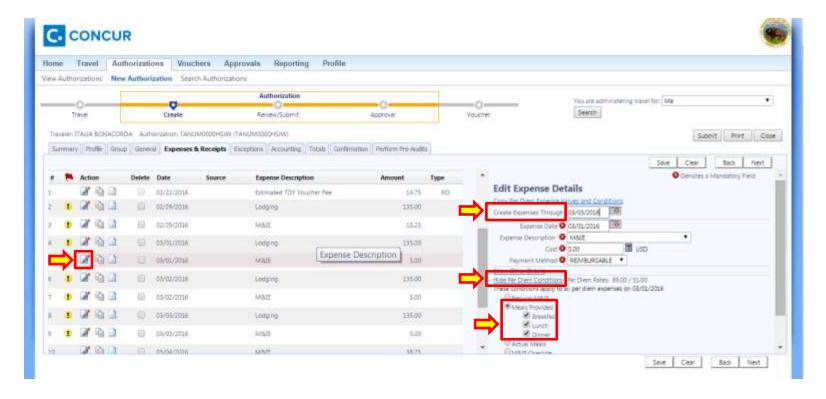
To enter the M&IE for Day 1:

- 1. Click the Edit icon next to the first day of M&IE
- 2. Click the Show Per Diem Conditions hyperlink
- 3. Select Meals Provided and check the box "Dinner".
- 4. Click Save



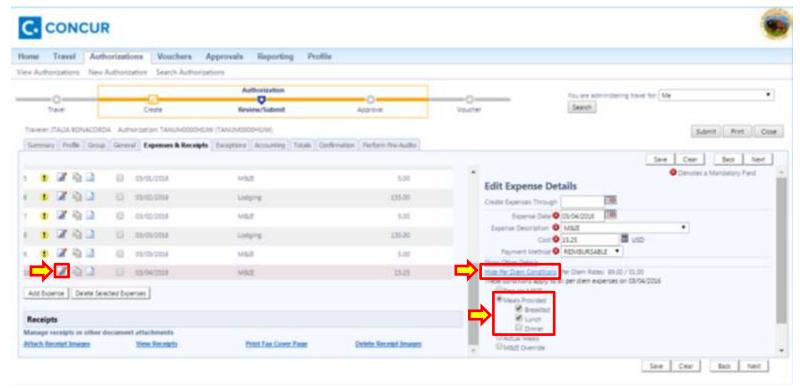
To enter the M&IE for the days in between:

- 1. Click the Edit icon next to the 2nd day of M&IE
- 2. Use the Copy Per Diem Conditions Through calendar to change multiple days of M&IE through the day before the last day of the trip
- 3. Click the Show Per Diem Conditions hyperlink
- 4. Select Meals Provided and check the boxes "Breakfast", "Lunch" "Dinner".
- 5. Click Save



To enter the M&IE for the last day:

- 1. Click the Edit icon next to the last day of M&IE
- 2. Click the Show Per Diem Conditions hyperlink
- 3. Select Meals Provided and check the boxes "Breakfast" & "Lunch".



4. Save